



BDI Clean Sweep Project Management Plan

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2014

PROJECT HISTORY

Over the past several months there has been increased interest by the Cochise County Board of Supervisors (BOS) and others about possible economic development opportunities relating to the Bisbee-Douglas International Airport (BDI), which has generated interest by the City of Douglas, Douglas Regional Economic Development Corporation, and other outside sources regarding potential business growth opportunities at BDI, inclusive of, exploring use of BDI airspace for Unmanned Aerial Vehicle (UAV) experimentation for commercial application. As a result the BOS has directed the facilities management department to establish a plan to make the property more esthetically appealing in an effort to highlight the facilities' unique potential for commercial development.

In response, the Facilities Management Department has implemented what will be called the BDI Clean Sweep Project to carry out this mandate, which will be conducted in phases, with future improvements being identified as work progresses and funding becomes available.

| Phase # | Implemented By | Revision Date | Approved By | Approval Date | Reason |
|---------|----------------|---------------|--------------|---------------|--|
| 1 | Eddie Levins | 02/20/14 | Mike Ortega | 02/19/14 | Demolition of Bldg. 1 adjacent to terminal. |
| 2 | Mario Flores | 04/04/14 | Eddie Levins | 04/01/14 | Replace Airport Terminal Café Ceiling/Paint Terminal |
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Project Management Plan

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1. INTRODUCTION

1.1 PUPOSE OF PROJECT MANAGEMENT PLAN

The purpose of this project management plan is to ensure that all personnel, resources, and materials dedicated to the project are used in the most effective and efficient manner possible. As such, the plan will serve as a living document to monitor and track additional improvements as they are identified and considered for approval. Any deviation from the established plan must be approved by the facilities management director in consultation with the county administrator, or his designated representative.

2. PROJECT OVERVIEW

There are various commercial interests in the Bisbee-Douglas Airport (BDI) that establishes potential for multiple economic development opportunities that may provide additional operating revenue for the airport, from drilling for minerals or other sources of alternative energy, experimental development of Unmanned Aerial Vehicle (UAV) technology for commercial application, aircraft restoration, and improved facilities for storage of aircraft for airport users. As a result, The Board of Supervisors (BOS) has directed the facilities management department to establish a plan to make the property more esthetically appealing in an effort to highlight the facilities potential for commercial development. To begin improving the esthetic appearance of the property, it will require that several buildings be demolished, while others required extensive maintenance and/or repair

3. SCOPE

3.1 Objective

The immediate objective is to improve the appearance of the facility grounds through a general policing of the entire complex, and to demolish the closest building NW of the main terminal. The building has no identifiable designation and will be referred to as building 1.

3.2 Assumptions

Plans for implementation of project BDI Clean Sweep will entail the use of inmate labor, under the supervision of trained county maintenance staff, who will conduct the demolition as a way of minimizing cost. The building has possible asbestos contamination that must be removed in accordance with applicable state law before demolition activity may occur.

3.3 Boundaries

Inmate labor cannot be used to assist with asbestos removal.

3.4 Constraints

Budgetary concerns require that all resources committed to this project be utilized in the most efficient manner possible. Value engineering and cost saving measures must be considered during all phases of the project as a way of control costs. Change orders must be minimized to alleviate a strain on already minimal resources.

3.5 Deliverables

Following completion of the project, the building NW of the airport terminal will have been demolished and removed from the airport property for disposal. Overgrowth of vegetation on the airport property will be removed and also disposed of, the goal being to give the property a reasonable appearance of being maintained for consideration of additional usages.

4. COMPLIANCE RELATED PLANNING

The removal of asbestos from the building that is planned for demolition will be conducted by Southwest Hazard:

- Testing for the presences of asbestos was conducted on 02/04/14
- Test results verified the presence of asbestos on 02/06/14
- Estimate from Southwest Hazard for cost of removal/disposal of asbestos was received on 02/07/14

- Approval granted by Mike Ortega on 02/20/14 to authorize Southwest Hazard to remove the asbestos contamination, so that the facilities management department can proceed with demolition of building 1.

5. SCHEDULE

5.1 Milestones

- Removal of asbestos
- Demolition of building 1 NW of airport terminal/removal of debris
- Cutting of vegetation surround the airport grounds
- Identification of other improvement projects

5.2 Project Schedule

Phase 1 and 2 to be completed by 05/02/2014, with subsequent phases TBD.

6. BUDGET/COST

6.1 Cost Management

An itemized list of costs will be maintained for each project. A request for changes in the budget must be reviewed by the facilities director before being implemented or authorized.

6.2 Funding Source/Budget

The funding for removal of asbestos is approved in the amount of \$4,372 and will be paid for out of the BDI contingency fund. The funding for demolition of building 1 NW of the airport terminal, and removal of debris from the demolition is TBD.

7. RISK MANAGEMENT

Staff will follow all standard safety practices, and applicable OSHA requirements relating to protection from airborne pathogens or other hazardous materials.

8. PROJECT ORGANIZATION

- 8.1 This section describes the key roles supporting the project. The following list all assignments related to the project:

| NAME & Organization | Project Role | Project Responsibilities |
|----------------------------------|---------------------------|---|
| Mario Florez Cochise County | Project Lead | Mario will serve as the primary lead for all tasks related to the project. He will also be responsible for supervision of all staff and inmates assigned to the project, to include, the daily monitoring and reporting of progress to the Facilities Director. Other duties may be assigned as needed and/or identified. |
| Frank Castillo Cochise County | Project Support | Frank will assist Mario in managing the inmate labor, and monitoring compliance with all standard safety practices. He will also perform all other duties as assigned. |
| Hal Harris Cochise County | Maintenance Supervisor | Hal is responsible for overall management of all maintenance assignments/special projects. He will monitor the progress of BDI Clean Sweep and provide guidance to staff as needed. |
| Monica Florez Cochise County | Finance Manager | Monica will process all financial transactions relating to procurement of needs resources, materials and supplies, and maintain an overall general accounting of the project. |
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8.2 Stakeholder (Internal and External)

Internal Stakeholders: Cochise County, Facilities Management Department, and Staff. External Stakeholders: City of Douglas, Arizona Department of Corrections, Airport Users, Customers, Community Partners, and the Public.

9. Change Management

All requests for changes to any aspect of the project must be approved in advance by the Facilities Director.

10. Communications Management

All communications will be facilitated through the normal channels, unless designated otherwise in this document.

11. Deployment Plan

11.1 Established schedule with Solid Waste for delivery of containers for storage and disposition of debris. Containers were delivered on 3/10/14. Still waiting on estimate relating to cost for disposal of related material and debris from demolition.

11.2 CCSP (Cochise County Special Projects) team, formerly referred to as the Inmate Work Program, began demolition on 3/10/14. It is anticipated that full demolition of the project will take approximately 15 – 25 work days, provided there are no substantial changes in work priorities based on emergent issues. Estimated date of completion: 05/20/14.

Appendix A: Project Management Plan Approval

The undersigned acknowledge they have reviewed the BDI Clean Sweep Project Management Plan and agree with the approach presented. Changes to this Project Management Plan will be coordinated with and approved by the undersigned or their designated representative.

Signature:

Date: 02/20/14

Print Name: Eddie Levins

Title: Facilities Director